



Job Opportunity

State Controller's Office

Position: Staff Services Analyst/Associate Governmental Program Analyst
(2) 12-month Limited Term positions

Statewide

Location: Personnel/Payroll Services Division
300 Capitol Mall, 10th Floor, Sacramento, CA 95814

Issue Date: 07/09/04

Final Filing Date: Until Filled

Contact/Telephone:

LaSharel Hicks, 324-6922

Who May Apply: FREEZE EXEMPTION

APPROVED. Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply and will be given priority.

California Relay Service: 1-800-735-2929

Position Number(s): 051-221-5157-XXX
051-221-5393-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

These positions are in the 21st Century Project and work under the general supervision of a Staff Services Manager I. Duties include analytical tasks associated with the procurement, design, development and implementation of a statewide Human Resource/Payroll system to replace the State's current payroll, personnel and leave accounting systems.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Develop and write business requirements for the development and enhancement of the automated systems. Analyze law or policy changes to determine their impact on business requirements. Participate in the procurement process, e.g., evaluate proposals and meet with vendors. Work with Information Technology staff during the system development life cycle. Develop acceptance-testing plans and cases, conduct user acceptance testing, and ensure the accuracy of system output.
- Work with departments and control agencies to determine needs, gather information and negotiate agreements. Identify issues, develop alternative solutions and make recommendations. Develop forms and written procedures, and assist with the development of training manuals. Make presentations to small groups.
- Meet with various State officials to negotiate law, rules and policy changes; advise of changes; and handle sensitive problems.
- Represent the State Controller's Office on various task forces comprised of departmental, control agency, campus and labor union representatives.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



Note: The difference between the Staff Services Analyst and the Associate Governmental Program Analyst is the level of independence and the complexity of assignments. However, both will be responsible for some aspect of the above stated duties.

Desirable Qualifications:

- Strong analytical abilities, attention to detail and ability to work well with changing assignments and priorities;
- Experience in, or knowledge of, the State's procurement process or the procurement of automated human resource systems;
- Experience in, or knowledge of, systems development and implementation;
- Knowledge of the State's human resources functions, e.g., personnel, payroll, leave accounting;
- Excellent communication skills;
- Ability to understand and learn data processing / system oriented concepts and language;
- Excellent organization and research skills, and experience with project work;
- High degree of initiative and ability to work within a team setting;
- Experience working with personal computers and Microsoft Office Suite (Word, Excel, Access, PowerPoint and Outlook).

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Human Resources
300 Capitol Mall , Suite 619
Sacramento, CA 95814

Attn: Denise Cruz